

50 Organising Tips

With over 10 years' experience in helping to declutter, relocate and organise people and their homes, we are the experts with a wealth of experience.

We have literally organised thousands of homes and people. Our professional organising service will declutter and organise your; kitchen, pantry, wardrobe, home office, garage or your life.

Our personal concierge and virtual pa service organises all those things you don't have time to organise.

1. Stand over the bin when you open your mail and "bin" any junk and irrelevant mail. Beats leaving it to build up on the bench!
2. Check out it's a great tool to help plan your weekly meals. Keep it and reuse it every couple of weeks. Love it!
3. Get decluttering - set an egg timer as your guide and don't stop until it goes off.
4. Reward yourself - Give yourself a little reward once you have finished your decluttering. It might be to have ten minute off, or perhaps an uninterrupted coffee.
5. Got too many books – Did you know that many libraries will accept your old books?
6. Have you got a label maker? Label everything i.e. your in tray, pantry food containers, kids clothes, the linen press shelves.
7. Always have some batteries on hand. There is nothing worse than flat batteries.
8. Alternatively, arm yourself with rechargeable batteries and charger and then you'll never run out of batteries again!
9. Don't dump your handbag on the kitchen table when you walk it. Put it away straight away.
10. Only handle it once (OHIO). Put things in their correct home straight away.
11. Buy 12 months' worth of birthday cards. Remember to buy stamps too.
12. As soon as you receive a bill, put in your calendar when it is due.
13. File all your paid bills once a week.
14. Forgetting to do your paperwork, then set a calendar appointment to remind yourself, perhaps once per week.
15. Group like items together in your pantry i.e. all the breakfast foods together.
16. Taking 30 minutes out of your day on a Sunday for some planning can save you hours during the week. Use this time to explore your cookbooks and come up with a nutritious and varied weekly meal plan.
17. Feeling disorganised? Dedicate time each day to declutter. Set a goal (it might only be 10 minutes) and start decluttering.
18. Buy 2 printer cartridges each time you're at Office Works and never be caught without a new cartridge.
19. Buy extra light globes so you always have a spare one.
20. Always losing your keys? Put a hook at the front door and hang your keys on it as you walk in.

21. Consider getting the kids involved with the housework. This helps children develop teamwork, responsibility and time management skills.
22. When moving, pack like things together i.e. group all kitchen pots. It makes for quicker unpacking.
23. Moving house: start decluttering your house and throw out or donate items that you don't want to take.
24. Has your fridge got a smell about it? Simply put a little bowl of bicarb soda in it to remove any odours.
25. Lacking the motivation to declutter and get organised. Set an egg timer and don't stop until it goes off.
26. By writing a list, you clear the clutter in your head and you automatically feel more organised and less stressed.
27. Decluttering your mind is just as important as decluttering your physical space. Write down your "to do list" and start getting organised.
28. Organise manuals and warranty documents by keeping them in a plastic hard cover display folder or box.
29. Before filing your manuals, sort through them and throw out ones that relate to products you no longer own, or don't need manuals for.
30. When organising warranty manuals, check if you want to keep the pages that are written in a foreign language.
31. Being unorganised causes you stress, and it costs you money as well. Is it worth it?
32. When purchasing a new product, make sure you complete and mail back the warranty slip.
33. What to buy someone who has everything - a monthly magazine subscription. Perfect because it's 12 presents instead of just one.
34. Like environmentally friendly cleaning products? You would be amazed at how many items you can clean using bicarb soda and vinegar with i.e. bench tops, bathroom, oven etc.
35. Don't have enough cupboard space? Buy 'shelf helpers' from Howards Storage World that slide into your cupboard and create another shelf - Love them.
36. Overwhelmed? Simplify your to-do list and outsource non-vital tasks.
37. Record the details of your printer cartridge on a small card and leave in your wallet, or photograph the label on your phone.
38. If you want to be more organised write a list.
39. File all your medical expenses together. It's easy then to check and make sure you have claimed them.
40. Writing a "to do list" the night before is a great way to ensure you start the day feeling organised.
41. Don't become overwhelmed by what you have to do. One of the fastest ways to overwhelm yourself is to think about your massive to-do list. Realize that no amount of thought will make it any shorter. Just start working your way through it.
42. Complete the most important tasks first. It's a great feeling when you can tick off a few tasks from your to do list.
43. Learn to say "no". Sometimes we just take on too much and you need to say "no". Try it, you might be surprised at the impact it can have on your day.
44. Sleep at least 7-8 hours every night. Some people think sacrificing sleep is a good way to hack productivity and getting a couple of extra hours out of the day. However, this is not the case as

most people need 7-8 hours of sleep for their bodies and minds to function optimally. You know if you're getting enough sleep. Listen to your body, and don't underestimate the value of sleep for ensuring that you have a productive day.

45. Devote your entire focus to the task at hand (and what's on your list). There is lots of research out there now to indicate that multi-tasking may not be as efficient as we all first thought.
46. Work smarter not harder. The old adage, "work smarter, not harder" is so true. Sometimes though, we are so busy on the merry go round of life that we simply don't have time to stop and think about what we are doing, or if it can be done better. Managing your time isn't about squeezing as many tasks into your day as possible. It's about simplifying how you work, doing things faster, and relieving stress.
47. Ask yourself, can I outsource any of the tasks on my to do list? Would getting a cleaner free up a few extra hours that I could spend with my family or friends?
48. Is the boot of your car a mess? It can benefit from being organised too!
49. Teach children how to plan their day or manage school work. It is not always something that comes naturally to people.
50. Avoid becoming obsessed with lists. Just do one task at a time. If you get stuck, call a professional organising expert immediately – then you'll be relaxing in no time at all!